



Wadestown School Board

Meeting Minutes

Rāhoroi 13 March 2024

6.30pm - Rose Street Staffroom

Present

- **Attendees:** Amanda Frater (Principal), Robyn Grover (Staff Trustee), Madeleine Setchell (via Zoom), Tania Williams, Michelle Crutchley, Nick Wells, Blair McDonald and Genevieve Hancock (Presiding Member)
- **Visitors:** Nil

1. Karakia, Apologies, Speaking Rights and Conflicts of Interest

- A. **Apologies:** Richard Nacey
- B. **Speaking Rights:** None
- C. **Conflicts of Interest:** None

2. School Planning

A. Strategic Planning

- The Board discussed recent work completed to further progress the 4 strategic pillars. Consistency of wording within the documentation was discussed and is being attended to.
- The Board discussed previous Strategic Plans and the number of goals set in those plans.
- It was noted that the Strategic Plan helps to inform the Annual Implementation Plan.
- The Board discussed the work involved with the summary of the community consultation project.
- The Board discussed the financial situation of the school in relation to implementing long term decision making.
- The Board discussed the recent meeting with Education Services and the Principal, Richard Nacey and Megan Smith (Principal's PA). A commitment to meeting as a whole Board with Education Services for financial training in an educational context was agreed to.
- The Board discussed the fundraising strategy.

B. Annual Implementation Plan

- The Board discussed the timeframe for the Annual Implementation Plan.
- The Board determined to distribute the draft Annual Implementation Plan around the Board for feedback.
- The Board discussed the timeline for the Annual Implementation Plan and that the dates are in the Board work plan.
- The Board discussed the Senior Leadership Team drafting the Annual Implementation Plan.
- The Board discussed the working group working with the Principal to populate the Annual Implementation Plan.
- The Board thanked members for their work on the Strategic Plan.
- The Board assigned Nick Wells to begin drafting the school's *strategic statement around how the school gives effect to Te Tiriti*.

C. School roll

- The Board discussed the school roll.
- It was recognised that the roll drop is due to changes to population in the area. It was noted that other schools in Wellington and other central city school throughout NZ are facing the same issues with their school rolls.
- The Board discussed having a strategy to grow the roll, including continuing to run a ballot twice a year rather than one for the whole year.
- The Board discussed how a ballot works, identifying areas of the school in which we can accommodate additional students.
- The Board discussed the school brand, marketing and communication policies. It was noted that some schools use instagram and Facebook as an effective way of promoting/lifting the profile of the school.

3. Principal's section

A. Principal's report

- Taken as read.
- The Board discussed fundraising, targets and communication between the Board and PTA.
- The Board discussed small versus large fundraisers and seeking contributions from outside the school area.
- The Board discussed funding for Teacher Aides and the additional support that the school has sought through the RTLB.

****In Committee items****

Started 7.15pm

7.30pm Ended

B. ERO

- The Board discussed the ERO Audit Review. It was noted that we are in the unusual situation of being reviewed while the current process is undergoing change. We are not the only school in this situation and Jeanette is working to manage this.
- It was noted that the ERO Audit Review is hoping to be completed by the end of this term so we can sit within the existing review cycle before it changes.
- The Board discussed the emailed profile report and feedback was asked for.
- The Board confirmed that the Profile Report from ERO was correct.
- It was noted that the Presiding Member signed off the Attendance Report.

C. El Rancho (Rimu Team) RAMs approval

- The Board discussed the RAMs for the Rimu Team Camp.
- It was noted that there was one outstanding Police Vet for a parent helper. This has been followed up by the office. This is unusual because it was submitted at the same time as other PVs that have been returned.
- The Board discussed the contract with El Rancho signed by the Team Leader last year was for a higher number of people than actually attended in 2024.
- The Board discussed the RAMs information being available on the Board drive.
- The Board discussed the use of RAT tests before camp to manage any spread at the camp.

D. Music Box

- The Board discussed Music Box being run from vacant classrooms likely including Rooms 7 and 8 at school from the beginning of Term 2.
- It was identified as a new revenue stream with music lessons possibly being run in the mornings, which could bring a number of ancillary benefits. It was noted that there would unlikely be much of a conflict with NZ Music Academy also using the music room.
- The Board discussed a contract and fixing fees for Music Box and the need to allow opportunity to release each other from contract with trial period and reassessment period.
- It was noted that the team from Music Box would need to be Police vetted.
- Amanda and Nick were authorised to get on, finalise with Nick then signing any arrangements with Music Box.

E. Confirmation Curious Cove (Kōwhai Team) RAMs

- The Board discussed the confirmation of the Curious Cove (Kōwhai Team RAMs) as being checked.

The Board confirmed and approved the Curious Cove (Kowhai Team) RAMS via email.

F. Paid Union meetings for Teachers and DPs

- The Board discussed the upcoming NZEI Union Meetings happening shortly.
- It was confirmed that each teacher in every team would be released at different times to attend the meetings.
- It was noted that this has been done before and has provided less disruption to students and families. Limited warning from the NZEI was given about these meetings.
- The Board confirmed that the School would not be closed for the meetings.
- It was discussed the importance of communication about the union meetings to the community.

4. Emergency procedures

A. Beginning of the year review of policies and procedures

- The Board discussed the SchoolDoc policy regarding emergency procedures in need of review for the beginning of the year. No issues or queries were raised. The Board was provided assurance that procedures were in place for emergency situations with real life practices. It was noted that a practice lockdown drill should happen this year.
- The Board discussed the feasibility to practise an evacuation with the reunification plan being implemented.
- It was noted that teachers/relievers and students do well with drills.
- The Board discussed the health and safety aspect of an emergency with a student with behaviour needs and that all reasonable steps are in place.

5. Finance

A. Reports

- The Board discussed the Education Services February report.

B. 2024 Budget

- The Board confirmed and finalised the 2024 Budget.

The Board confirmed and finalised the 2024 school budget.

C. Goal for 2024 PTA fundraising

- The Board discussed the goals for fundraising for next year and the need to discuss with the PTA regarding expectations.
- It was noted that due to COVID in 2021, like many other schools, there was a lack of fundraising opportunities. This has an impact on the school.
- The Board discussed the need for further communication to the community regarding

fundraising.

D. Follow up to H+G fundraising

- The Board discussed the PTA House and Garden Fundraiser and allocation of funds to Rata.

6. Policies

A. SchoolDocs finance policies (part 2)

- The Board noted no comments or questions on SchoolDocs finance policies.

7. Correspondence*

- No correspondence was noted.

8. Board administration

A. Health, Safety and Wellbeing Committee

- The Board discussed work of the Health, Safety and Wellbeing Committee.
- The Board discussed aligning committees and working groups with the Strategic Plan with completion of the Strategic Plan being top priority.
- It was discussed the number of times the Committee would meet.

B. Terms of Reference for committees

- The Board discussed the Health, Safety and Wellbeing Terms of Reference and following MOE guidelines.
- The Board thanked TW for her work drafting the 2 reference documents for the committees.

C. Health and safety matters

- No items were raised.

D. Authorised user report

The Board confirmed the school authorised user report as correct.

E. Minutes of previous meeting

The Board confirmed the previous meeting minutes were correct.

F. Rata Opening

The Board discussed the official Rata opening as work is underway to get the building ready. The defects process is ongoing. Amanda to confirm a date.

G. Actions from previous meetings

- The Board discussed the actions from the previous meeting
- The Board discussed Rooms 7 and 8.
- The Board discussed Rata Block.

The Board extended their thanks to Cathrine Wilkinson for the high quality RAMs for the Kōwhai camp and the success of the camp.

9. Further business

The Board had no further business to discuss.

10. Presiding member succession

The Board held an election for the Presiding Member position.

Genevieve Hancock stood down as Presiding Member and Nick Wells was duly elected.

Blair McDonald nominated Nick Wells and it was seconded by Amanda Frater.

Amanda Frater thanked Genevieve on behalf of the Board for her ongoing commitment to the school and the Board over the past 18 months.

11. Closing Karakia

The Board meeting finished at 8.30pm.

Next meeting: Wednesday 15 May, 6.30pm

*Discussions are “in committee” with any members of the public excluded.

Board Action Plan

Item	Dated added	Person responsible	Status
Letter to families who owe fees for 2023 Year 8 students.	19 February 2024	Office Manager MS to review	

Contact MOE property group to explore whether any further funding is available for WS projects this year including drainage	29 January 2024	TW	
Board members to comment on draft strategic plan	13 March 2024	Whole Board	
Strategic Plan introduction to be drafted	13 March 2024	MS and AF	
Meeting with Education Services regarding school finances induction	13 March 2024	Megan Smith	
Policy regarding ballot communication	13 March 2024	MS, MS and AF	
Creation of Out of Zone tab on school website	13 March 2024	MS	
ERO Profile Report - communication to community is needed regarding findings	13 March 2024	The Board	
El Rancho (Rimu Camp) RAMs documentation circulated to Board members	13 March 2024	The Board	
Terms of reference for Property Committee in first draft and ready for review.	13 March 2024	The Board	
Terms of reference for Health, Safety and Wellbeing Committee in first draft and ready for	13 March 2024	The Board	

review.			
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